

# Feedback on Supplier Performance

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Feedback on Supplier Performance for Future Contracts

Dear [Supplier Contact Name],

We would like to take this opportunity to provide feedback regarding our recent collaboration with your company. Your performance during the contract period has been assessed based on several criteria, including quality, delivery times, communication, and overall service.

## Performance Summary

- **Quality of Products/Services:** [Details on quality]
- **Delivery Timeliness:** [Details on delivery performance]
- **Communication:** [Details on communication effectiveness]
- **Overall Service:** [Details on overall service]

## Areas for Improvement

[List specific areas where improvement is needed]

## Positive Aspects

[Highlight any positive aspects of the partnership]

We value our partnership and believe that with certain improvements, we can enhance our collaboration for future contracts. We look forward to discussing this feedback further and exploring ways to achieve mutual success.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]